

# SHORT-TERM MISSIONS POLICY



# Table of Contents

I.	Introduction to HLGU Missions.....	5
A.	Our Foundation	
B.	Mission Statement	
C.	Vision Statement	
D.	Student Missions Coordinator	
E.	Affiliations/ Partnerships	
F.	Places of Service	
G.	Mission Projects Applications	
1.	Missions Applications	
a.	Missions Applications for all students not previously approved for an HLGU mission trip	
b.	Missions Application for all who have been previously approved	
2.	Short-Term Mission Projects Application	
a.	Qualifications for HLGU Mission Projects	
b.	Prerequisites for Mission Trips	
H.	Copy of Covenant	
II.	Pre-Trip Planning.....	33
A.	Team Leaders’/Team Members’ Qualifications	
B.	Funding the Trip (dates, deadlines, fund raising, etc.)	
C.	Training	
D.	Spiritual Preparation	
E.	The Journey	
F.	Crisis Management	
III.	On the Field Etiquette.....	40
A.	Know the Purpose	
B.	Know the People	
C.	Know the Priorities	
D.	Know His Presence	
IV.	Post-Trip Debriefing.....	42
A.	Required for all participants	
B.	Share (in writing)	
1.	Highlights	
2.	Suggestions	
3.	Things you learned	
4.	Ways God used you and the team	
5.	Reasons to continue a lifestyle of missions!	
Appendix I.	HLGU Missions Policy Statement.....	43
Appendix II.	Packing List.....	44

Appendix III. Packing Guidelines.....46

Appendix IV. Passport and Visa Information.....48

Appendix V. Fundraising Ideas.....50

Appendix VI. Sample Support Letter.....54

Appendix VII. Crisis Management Procedures (Awe Star Ministries).....55

May, 2012

Dear Fellow Laborer,

It is with delight that I present you with the following information regarding the Hannibal-LaGrange Missions Program. I am excited about your interest in carrying on HLGU's Acts 1:8 Great Commission legacy. I look forward to what our Lord does through you and the rest of the team during this journey dedicated to His purpose for both us and for the people to whom we are led to minister.

In the following pages, you will grow in your understanding of what the Student Missions Coordinator does and how it is that I can assist you in fulfilling your calling to missions in Hannibal, the Midwest, North America and around the world. May God bless you and strengthen you throughout this process and lend His wisdom, power and guidance to you on this journey.

“Now to Him who is able to keep you from stumbling, and to make you stand in the presence of His glory blameless with great joy, to the only God our Savior, through Jesus Christ our Lord, be glory, majesty, dominion and authority, before all time and now and forever. Amen.” (Jude 24-25)

For His glory!

**Jeffrey D. Brown, Ph.D.**



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*Student Missions Coordinator*

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*Christian Studies Division*

HANNIBAL-LAGRANGE UNIVERSITY

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# I. INTRODUCTION TO HLGU MISSIONS

## WHAT IS HANNIBAL-LAGRANGE UNIVERSITY MISSIONS?

### A. Our Foundation

As an institution of Christian higher learning affiliated with the Missouri Baptist Convention, missions are part of our fabric at HLGU. Southern Baptists have always been missional people and part of our educational process is to train students to be faithful to the Great Commission. For over 150 years, HLGU has sent students into the world to be witnesses of the Gospel with “*scientia servendum*” or “knowledge for service”. In order to fulfill our University’s mission, “to provide an excellent education in both liberal arts and professional disciplines in a distinctively Christian environment that integrates Christian faith and learning in preparing graduates for personal and career effectiveness”, missions will continue to be a vital part of not only what we do, but who we are.

### B. Mission Statement

HLGU missions exist to further the Kingdom of our Lord, Jesus Christ, and offer life-changing missions opportunities and experience for our students, faculty and staff.

### C. Vision Statement

HLGU missions seek to include all areas of academic discipline to go on mission trips that will demonstrate to our students how God can use their gifts and callings for His Great Commission.

### D. Student Missions Coordinator

Along with other responsibilities, the Student Missions Coordinator serves as the overseer of both the mission emphasis and mission projects of HLGU. All mission projects at HLGU are to be approved by him and the overseeing administrator (policy approved by Board of Trustees, February, 2012). Included in this oversight is the commitment to identify possible missions, appoint leaders to plan under his supervision and to ensure that every student is duly informed of both the privileges and responsibilities as an approved representative of HLGU and our Lord’s Kingdom.

The Student Missions Coordinator reports to the President for input regarding the mission endeavors of the University. The Student Missions Coordinator can be contacted in person at the Carroll Missions Center or through email at [jbrown@hlg.edu](mailto:jbrown@hlg.edu).

### E. Partnerships/Affiliations:

- MO Baptist Convention
- International Baptist Convention (Europe)
- IMB (International Mission Board)

- IMB - The Task (for students)
- SMP Global
- Send North America
- Sports Crusaders
- Pujols Foundation

HLGU assists in missions endeavors of her students, faculty and staff on three distinct levels:

1. Sponsorship. The Student Missions Coordinator is committed to discovering, researching, planning, fund raising, and recruiting for at least one North American and one International mission trip per school year. **HLGU faculty/staff who are trip leaders of an HLGU sponsored trip are considered to be working in their job capacity during the trip and therefore, are not required or expected to use vacation time. Neither are they required to apply for days off/vacation time once they have been approved as trip leader by the Student Missions Coordinator and/or Overseeing Administrator.** The Missions Office will notify the Business Office of the dates of the trip leader's absence from campus. If the leader is not employed in Student Life, the Missions Coordinator will seek approval for their absence from their supervisor.

2. Assistance. The Student Missions Coordinator will actively encourage affiliates and cooperating partners of HLGU, including student groups, academic departments, partnering churches, ensembles, etc., in planning for approved mission trips. **HLGU faculty/staff who are trip leaders of an HLGU assisted trip are considered to be working in their job capacity during the trip and therefore, are not required to use vacation time. Trip leaders are not required to apply for days off/vacation time once they have been approved as trip leader by the Student Missions Coordinator and/or Overseeing Administrator.** The Missions Office will notify the Business Office of the dates of the trip leader's absence from campus. If the leader is not employed in Student Life, the Missions Coordinator will seek approval for their absence from their supervisor.

3. Encouragement. The Student Missions Coordinator will encourage and partner in prayer with all other students, staff and faculty who are going on mission through their organization of choice and will assist in sharing details about the mission and possible needs with the larger HLGU community.

## **F. Places of Service**

- Jerusalem: Hannibal, Palmyra, Quincy
- Judea: St. Louis, MO; Kansas City, MO; Chicago, IL
- Samaria: Houston, TX; Daytona Beach, Florida; Pensacola, FL; Baltimore, MD; New York City, NY; Portland, OR; Boston, MA; Chicago, IL; Detroit, MI; Bexley, OH; Los Angeles, CA; Alaska; Vancouver, Canada; Tehuacan, Mexico
- Ends of the Earth: Santo Domingo, Dominican Republic; London, England; Neustadt, Germany; Romania; Southeast Asia; India; Australia; Kyrgyzstan; Spain; Grindelwald, Switzerland; Japan

As well, we will be working with the IMB through collegiate World Changers which allow our students to explore their calls to missions in locations throughout the globe, including Africa, Greece, the Pacific Rim, South America and more!

## **G. Mission Projects Applications**

All students going on mission trips will be required to purchase insurance through the HLGU Business Office. In addition, all approved participants going on international trips will need to get visa/passport information from the Student Missions Coordinator. See Appendix IV for more information.

**G1a. Application for All Students (Who Have Not Been Previously Approved)  
Going on HLGU-Approved Mission Trips**



**Application-Participant Mission Teams**

Name: \_\_\_\_\_ HLGU Student ID: \_\_\_\_\_

Age: \_\_\_\_\_ Class: FR SO JR SR

Major Area of Study: \_\_\_\_\_ Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Are you a U.S. citizen? YES NO

Do you have a valid passport? YES NO

Do you speak a second language? YES NO

If so, what language? \_\_\_\_\_

On which mission team(s) do you desire to participate? \_\_\_\_\_

1. Have you ever served on an HLGU mission team before? YES NO

If yes, which team and what was your role? \_\_\_\_\_

2. List any special gifts, talents, or interests that may be helpful in ministry (i.e.: athletics, drama, music, teaching, construction, etc.): \_\_\_\_\_  
\_\_\_\_\_

3. In what ministries/extracurricular activities are you currently involved? \_\_\_\_\_  
\_\_\_\_\_



4. Describe character traits that you would consider “strengths” in your life.  
\_\_\_\_\_
5. Describe character areas in which you struggle, feel weak, or desire to see growth.  
\_\_\_\_\_
6. What experiences have you had that you feel have prepared you to participate in a mission trip? (You may use the back of this sheet or a separate paper.)
7. Do you have a boyfriend/girlfriend considering going on an HLGU mission trip?  
YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, which trip? \_\_\_\_\_
8. Are you currently or have you been on university enforced probation?  
YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, please explain on back or separate paper.
9. Have you fulfilled your support raising commitment and responsibilities from previous HLGU trips? YES \_\_\_\_\_ NO \_\_\_\_\_
10. In 1 – 2 typed pages or less, give a brief statement of your commitment to Christ and your philosophy of missions. (Include any information regarding key scriptures that have impacted you, faith-sharing opportunities, sense of calling/commitment to this trip, etc.)

References: (Please leave all references in a sealed envelope and turn in together with your completed packet.)

1. HLGU faculty or staff member: \_\_\_\_\_
2. Non-HLGU reference (could be pastor, Sunday School teacher, friend, etc.):  
\_\_\_\_\_

Please turn in the following items to the HLGU Carroll Missions Center Office by the date specified at the informational meeting:

- Application
- Reference Forms
- Commitment Agreement
- Medical Information Form
- Liability Release Forms
- HIPAA Privacy Authorization Form
- Acknowledgement of Training Form
- \$50 deposit (non-refundable; credited to your trip account)



**Hannibal-LaGrange**  
**UNIVERSITY**  
Reference Form

Name of Student:

Name of Reference:

What is your relationship to the applicant?

How long have you known the applicant?

Does the applicant exemplify Christ in their daily life? Please explain.

List three strengths and three weaknesses of the applicant:

Do you have any reservations about this applicant and their ability to participate on a mission trip for Hannibal-LaGrange University?

Will this applicant be a positive representative for Jesus Christ and Hannibal-LaGrange University? Why or why not?

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Contact telephone number: \_\_\_\_\_

Please return or email to:  
Hannibal-LaGrange University  
Carroll Missions Center  
2800 Palmyra Road  
Hannibal, MO 63401  
573.629-3099

PLEASE READ BEFORE SIGNING

Specific Limitation: The purpose of HLGU Missions is sharing Jesus Christ and His Church not sightseeing. Any available sightseeing and shopping will be permitted only if it coincides with the team’s main purpose, but could be canceled if not deemed convenient for any reason. Expenses for each trip, based upon current quotes, are subject to increase. Dates, travel arrangements and schedules are subject to change without notice. Travel destinations may be changed and/or cancelled in the event of any political, natural, or mission related crisis at the sole discretion of HLGU Student Missions Coordinator and overseeing administrator. All application fees and contributions are non-refundable. HLGU is a highly disciplined organization with regulations in many areas, including conduct, dress, and adherence to a Christian lifestyle. Regulations are explained in detail with information sent to approved applicants. Team members, leaders, and staff adhere to HLGU policies and are subject to dismissal, without refund or reimbursement, for disobedience. Team members, leaders, and staff serve at their own risk, and HLGU is not liable in the event of sickness, accident, death or terrorist acts, or for transportation or any other expense beyond that normally associated with mission trips. HLGU mission trips might include heavy physical activity, including hiking, continuous walking and strenuous choreography. All participants are required to be in good physical condition. Although donations received by HLGU go toward exempt project expenses, the IRS stipulates that to receive a tax deduction, the donor must release control of the money donated to the nonprofit organization. For this reason, money cannot be refunded and cannot be designated for a person. The student will be a fund raiser and get credit for raising funds equal to the costs for his/her trip. I/We give HLGU the right to use my picture, voice, and testimony in any type of promotional or advertising material. My enclosed signature (and the enclosed signature of my parents/guardians if I am under the age of 18 years) signifies my acceptance of the terms and approval of all conditions and limitations listed above.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(month, day, year)

Parents/Guardian’s Signature \_\_\_\_\_ Date \_\_\_\_\_  
(month, day, year)



**Medical Information**

(Note: All information is confidential to HLGU and the Missions Office Staff.)

Name: \_\_\_\_\_ D.O.B. \_\_\_\_/\_\_\_\_/\_\_\_\_

Phone: \_\_\_\_\_ Mission Trip Destination: \_\_\_\_\_

Dates: \_\_\_\_\_

**Previous Medical History**

Allergies: (include any adverse reactions to medications or insect bites.)

\_\_\_\_\_

Current medications: (Name, Dosage, Reason)

\_\_\_\_\_

History of alcohol or other drug use dependency:

\_\_\_\_\_

\_\_\_\_\_

Dietary restrictions:

\_\_\_\_\_

Immunizations: (Date, if known)

Tetanus \_\_\_\_\_ Pertussis \_\_\_\_\_

Diphtheria \_\_\_\_\_ Chicken Pox \_\_\_\_\_

Measles, Mumps, Rubella \_\_\_\_\_

Health History: Do you have any other chronic illness or special problems that we should know about?

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Blood type: \_\_\_\_\_

**Health Insurance (Required)**

Health Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

**Emergency Contact Information**

Emergency Contact Person: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Primary doctor's name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Doctor's Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_

\* I acknowledge that travelers' health information is available to me and I will avail myself of such information at the Center for Disease Control Website at <http://www.cdc.gov/travel>.  
YES \_\_\_\_\_ NO \_\_\_\_\_

**I HEREBY CERTIFY THAT I HAVE MADE FULL AND COMPLETE DISCLOSURE.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date (month, day, year)



## Release of Liability Form

### Mission Teams

The undersigned student at Hannibal-Lagrange University, who is 18 years of age or older, in consideration of being granted the privilege of participating in the following or under the sponsorship of Hannibal-LaGrange University:

1. Function/Activity: \_\_\_\_\_
2. Location: \_\_\_\_\_
3. Approximate Dates [**month(s) and year**]: \_\_\_\_\_

Does hereby acknowledge that the attendance at this function or participation in this activity involves some risk of injury, including the possibility of serious injury and therefore agrees to the following:

1. I knowingly and freely assume full responsibility for risks, both known and unknown, arising from my attendance and/or participation in the above.
2. I agree to comply with the ordinary and customary terms and rules of my participation and I will voluntarily remove myself should I encounter any reasons for not participating and bring such to the attention of the appropriate university authority.
3. If I should require medical attention of any sort during the above identified function/activity, permission is given to \_\_\_\_\_ or other appropriate supervising adults to act on my behalf in seeking such necessary medical attention.
4. I agree to hold HLGU, its employees and/or representatives harmless in the event of any and all accidents and injuries, including for fatal injury/accidents.

\_\_\_\_\_  
Student Participant Signature

\_\_\_\_\_  
Date (**month, day, year**)

## Waiver of Claims and Release of Liability

Disclaimer: Hannibal-LaGrange University is not responsible for any injury (or loss of property) to any person suffered while participating in an activity or event at or while participating in voluntary mission or relief efforts on behalf of Hannibal-LaGrange University for any reason whatsoever, including ordinary negligence on the part of Hannibal-LaGrange University their agents, instructors, sponsors or employees.

In consideration of my participation in certain activities at or on behalf of Hannibal-LaGrange University, I hereby release and covenant not to bring any manner of legal action against Hannibal-LaGrange University, Hannibal-LaGrange University Board of Trustees, and any of its employees, instructors, or agents, from any and all present and future claims resulting from ordinary negligence on the part of Hannibal-LaGrange University or others listed for property damage, personal injury, or wrongful death, arising as a result of my engaging in events or activities or any activities incidental thereto, wherever, whenever, or however the same may occur. I hereby voluntarily waive any and all claims resulting from ordinary negligence, both present and future, that may be made by me, my family, estate, heirs, or assigns.

Further, I am aware that some activities are vigorous involving severe cardiovascular stress. I understand that these activities involve certain risks, including, but not limited to, death, serious neck and spinal injuries resulting in complete or partial paralysis, brain damage, and serious injury to virtually all bones, joints, muscles, and internal organs. I am voluntarily participating in these activities with knowledge of the danger involved and hereby agree to accept any and all inherent risks of property damage, personal injury, or death.

I further agree to indemnify and hold harmless Hannibal-LaGrange University, Hannibal-LaGrange University Board of Trustees, and any of its employees, instructors, sponsors or agents for any and all claims arising as a result of my engaging in these activities or any activities incidental thereto, wherever, whenever, or however the same may occur.

I understand that this waiver is intended to be as broad and inclusive as permitted by the laws of the State of Missouri and agree that if any portion of this waiver and release of claims is held invalid, the remainder of the waiver will continue in full legal force and effect. I further agree that the venue for any legal proceedings shall be in the State of Missouri, County of Marion.

I affirm that I am of legal age and am freely signing this agreement. I have read this form and fully understand that by signing this form, I am giving up legal rights and/or remedies which may be available to me for the ordinary negligence of Hannibal-LaGrange University, Hannibal-LaGrange University Board of Trustees, and any of its employees, instructors, or agents.

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Signature of participant

Date (**month, day, year**)

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Signature of Parent if participant is under 18

Date (**month, day, year**)

# HIPAA Privacy Authorization Form

\*\*Authorization for Use or Disclosure of Protected Health Information  
(Required by the Health Insurance Portability and Accountability Act, 45 C.F.R.  
Parts 160 and 164)\*\*

## 1. Authorization

I authorize \_\_\_\_\_ (healthcare provider—**this would be your doctor or clinic**) to use and disclose the protected health information described below to \_\_\_\_\_ (individual seeking the information).

## 2. Effective Period (Check a or b. If a, write the dates using month, day, and year.)

This authorization for release of information covers the period of healthcare from:

a. \_\_\_\_\_ to \_\_\_\_\_.

**OR**

b. all past, present, and future periods.

## 3. Extent of Authorization (Choose a or b.)

a. I authorize the release of my complete health record (including records relating to mental healthcare, communicable diseases, HIV or AIDS, and treatment of alcohol or drug abuse).

**OR**

b. I authorize the release of my complete health record with the exception of the following information:

- Mental health records
- Communicable diseases (including HIV and AIDS)
- Alcohol/drug abuse treatment
- Other (please specify):  
\_\_\_\_\_

4. This medical information may be used by the person I authorize to receive this information for medical treatment or consultation, billing or claims payment, or other purposes as I may direct.

5. This authorization shall be in force and effect until \_\_\_\_\_ (date or event—**if writing a date, include the year**), at which time this authorization expires.

6. I understand that I have the right to revoke this authorization, in writing, at any time. I understand that a revocation is not effective to the extent that any person or entity has already acted in reliance on my authorization or if my authorization was obtained as a condition of obtaining insurance coverage and the insurer has a legal right to contest a claim.



7. I understand that my treatment, payment, enrollment, or eligibility for benefits will not be conditioned on whether I sign this authorization.
8. I understand that information used or disclosed pursuant to this authorization may be disclosed by the recipient and may no longer be protected by federal or state law.

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Signature of patient or personal representative

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Date (**month, day, year**)

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Printed name of patient or personal representative  
and his or her relationship to patient

---

Date (**month, day, year**)

## **Acknowledgment of Training Form**

I acknowledge that missions' training was received and that I agree that I understood all the information received/covered.

---

Student Participant Signature

---

Date

**G1b. Application (for all who have been approved previously to go on an HLGU mission trip)**



**Application-Participant Mission Teams**

Name: \_\_\_\_\_ HLGU Student ID: \_\_\_\_\_

Age: \_\_\_\_\_ Class: FR SO JR SR

Major Area of Study: \_\_\_\_\_ Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Are you a U.S. citizen? YES NO

Do you have a valid passport? YES NO

On which mission team(s) do you desire to participate? \_\_\_\_\_

1. On which HLGU missions team(s) have you served before and what was your role?

2. Do you have a boyfriend/girlfriend considering going on an HLGU mission trip?  
YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, which trip? \_\_\_\_\_

3. Are you currently or have you been on university enforced probation?  
YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, please explain on back or separate paper.

4. Give a brief statement of your commitment to Christ and your philosophy of missions.  
(Include any information regarding key scriptures that have impacted you, faith-sharing opportunities, sense of calling/commitment to this trip, etc.)

**References:** (Please leave all references in a sealed envelope and turn in together with your completed packet.)

1. HLGU faculty or staff member: \_\_\_\_\_

2. Non-HLGU reference (could be pastor, Sunday School teacher, friend, etc.):  
\_\_\_\_\_

Please turn in the following items to the HLGU Carroll Missions Center Office by the date specified at the informational meeting:

- Application
- Reference Forms
- Commitment Agreement
- Medical Information Form
- Liability Release Forms
- HIPAA Privacy Authorization Form
- Acknowledgement of Training Form
- \$50 deposit (non-refundable; credited to your trip account)



**Hannibal-LaGrange**  
**UNIVERSITY**  
Reference Form

Name of Student:

Name of Reference:

What is your relationship to the applicant?

How long have you known the applicant?

Does the applicant exemplify Christ in their daily life? Please explain.

List three strengths and three weaknesses of the applicant:

Do you have any reservations about this applicant and their ability to participate on a mission trip for Hannibal-LaGrange University?

Will this applicant be a positive representative for Jesus Christ and Hannibal-LaGrange University? Why or why not?

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Contact telephone number: \_\_\_\_\_

Please return or email to:  
Hannibal-LaGrange University  
Carroll Missions Center  
2800 Palmyra Road  
Hannibal, MO 63401  
573.629-3099

PLEASE READ BEFORE SIGNING

Specific Limitation: The purpose of HLGU Missions is sharing Jesus Christ and His Church not sightseeing. Any available sightseeing and shopping will be permitted only if it coincides with the team’s main purpose, but could be canceled if not deemed convenient for any reason. Expenses for each trip, based upon current quotes, are subject to increase. Dates, travel arrangements and schedules are subject to change without notice. Travel destinations may be changed and/or cancelled in the event of any political, natural, or mission related crisis at the sole discretion of HLGU Student Missions Coordinator and overseeing administrator. All application fees and contributions are non-refundable. HLGU is a highly disciplined organization with regulations in many areas, including conduct, dress, and adherence to a Christian lifestyle. Regulations are explained in detail with information sent to approved applicants. Team members, leaders, and staff adhere to HLGU policies and are subject to dismissal, without refund or reimbursement, for disobedience. Team members, leaders, and staff serve at their own risk, and HLGU is not liable in the event of sickness, accident, death or terrorist acts, or for transportation or any other expense beyond that normally associated with mission trips. HLGU mission trips might include heavy physical activity, including hiking, continuous walking and strenuous choreography. All participants are required to be in good physical condition. Although donations received by HLGU go toward exempt project expenses, the IRS stipulates that to receive a tax deduction, the donor must release control of the money donated to the nonprofit organization. For this reason, money cannot be refunded and cannot be designated for a person. The student will be a fund raiser and get credit for raising funds equal to the costs for his/her trip. I/We give HLGU the right to use my picture, voice, and testimony in any type of promotional or advertising material. My enclosed signature (and the enclosed signature of my parents/guardians if I am under the age of 18 years) signifies my acceptance of the terms and approval of all conditions and limitations listed above.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(month, day, year)

Parents/Guardian’s Signature \_\_\_\_\_ Date \_\_\_\_\_  
(month, day, year)



**Medical Information**

(Note: All information is confidential to HLGU and the Missions Office Staff.)

Name: \_\_\_\_\_ D.O.B. \_\_\_\_/\_\_\_\_/\_\_\_\_

Phone: \_\_\_\_\_ Mission Trip Destination: \_\_\_\_\_

Dates: \_\_\_\_\_

**Previous Medical History**

Allergies: (include any adverse reactions to medications or insect bites.)

\_\_\_\_\_

Current medications: (Name, Dosage, Reason)

\_\_\_\_\_

History of alcohol or other drug use dependency:

\_\_\_\_\_

\_\_\_\_\_

Dietary restrictions:

\_\_\_\_\_

Immunizations: (Date, if known)

Tetanus \_\_\_\_\_ Pertussis \_\_\_\_\_

Diphtheria \_\_\_\_\_ Chicken Pox \_\_\_\_\_

Measles, Mumps, Rubella \_\_\_\_\_

Health History: Do you have any other chronic illness or special problems that we should know about?

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Blood type: \_\_\_\_\_

**Health Insurance (Required)**

Health Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

**Emergency Contact Information**

Emergency Contact Person: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Primary doctor's name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Doctor's Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_

\* I acknowledge that travelers' health information is available to me and I will avail myself of such information at the Center for Disease Control Website at <http://www.cdc.gov/travel>.  
YES \_\_\_\_\_ NO \_\_\_\_\_

**I HEREBY CERTIFY THAT I HAVE MADE FULL AND COMPLETE DISCLOSURE.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date (month, day, year)





## Release of Liability Form

### Mission Teams

The undersigned student at Hannibal-LaGrange University, who is 18 years of age or older, in consideration of being granted the privilege of participating in the following or under the sponsorship of Hannibal-LaGrange University:

1. Function/Activity: \_\_\_\_\_
2. Location: \_\_\_\_\_
3. Approximate Dates [**month(s) and year**]: \_\_\_\_\_

Does hereby acknowledge that the attendance at this function or participation in this activity involves some risk of injury, including the possibility of serious injury and therefore agrees to the following:

1. I knowingly and freely assume full responsibility for risks, both known and unknown, arising from my attendance and/or participation in the above.
2. I agree to comply with the ordinary and customary terms and rules of my participation and I will voluntarily remove myself should I encounter any reasons for not participating and bring such to the attention of the appropriate university authority.
3. If I should require medical attention of any sort during the above identified function/activity, permission is given to \_\_\_\_\_ or other appropriate supervising adults to act on my behalf in seeking such necessary medical attention.
4. I agree to hold HLGU, its employees and/or representatives harmless in the event of any and all accidents and injuries, including for fatal injury/accidents.

\_\_\_\_\_  
Student Participant Signature

\_\_\_\_\_  
Date (**month, day, year**)

## Waiver of Claims and Release of Liability

Disclaimer: Hannibal-LaGrange University is not responsible for any injury (or loss of property) to any person suffered while participating in an activity or event at or while participating in voluntary mission or relief efforts on behalf of Hannibal-LaGrange University for any reason whatsoever, including ordinary negligence on the part of Hannibal-LaGrange University their agents, instructors, sponsors or employees.

In consideration of my participation in certain activities at or on behalf of Hannibal-LaGrange University, I hereby release and covenant not to bring any manner of legal action against Hannibal-LaGrange University, Hannibal-LaGrange University Board of Trustees, and any of its employees, instructors, or agents, from any and all present and future claims resulting from ordinary negligence on the part of Hannibal-LaGrange University or others listed for property damage, personal injury, or wrongful death, arising as a result of my engaging in events or activities or any activities incidental thereto, wherever, whenever, or however the same may occur. I hereby voluntarily waive any and all claims resulting from ordinary negligence, both present and future, that may be made by me, my family, estate, heirs, or assigns.

Further, I am aware that some activities are vigorous involving severe cardiovascular stress. I understand that these activities involve certain risks, including, but not limited to, death, serious neck and spinal injuries resulting in complete or partial paralysis, brain damage, and serious injury to virtually all bones, joints, muscles, and internal organs. I am voluntarily participating in these activities with knowledge of the danger involved and hereby agree to accept any and all inherent risks of property damage, personal injury, or death.

I further agree to indemnify and hold harmless Hannibal-LaGrange University, Hannibal-LaGrange University Board of Trustees, and any of its employees, instructors, sponsors or agents for any and all claims arising as a result of my engaging in these activities or any activities incidental thereto, wherever, whenever, or however the same may occur.

I understand that this waiver is intended to be as broad and inclusive as permitted by the laws of the State of Missouri and agree that if any portion of this waiver and release of claims is held invalid, the remainder of the waiver will continue in full legal force and effect. I further agree that the venue for any legal proceedings shall be in the State of Missouri, County of Marion.

I affirm that I am of legal age and am freely signing this agreement. I have read this form and fully understand that by signing this form, I am giving up legal rights and/or remedies which may be available to me for the ordinary negligence of Hannibal-LaGrange University, Hannibal-LaGrange University Board of Trustees, and any of its employees, instructors, or agents.

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Signature of participant

Date (**month, day, year**)

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Signature of Parent if participant is under 18

Date (**month, day, year**)

# HIPAA Privacy Authorization Form

\*\*Authorization for Use or Disclosure of Protected Health Information  
(Required by the Health Insurance Portability and Accountability Act, 45 C.F.R.  
Parts 160 and 164)\*\*

## 1. Authorization

I authorize \_\_\_\_\_ (healthcare provider—  
**this would be your doctor or clinic**) to use and disclose the protected health information  
described below to \_\_\_\_\_ (individual  
seeking the information).

## 2. Effective Period (Check a or b. If a, write the dates using month, day, and year.)

This authorization for release of information covers the period of healthcare from:

a. \_\_\_\_\_ to \_\_\_\_\_.

**OR**

b. all past, present, and future periods.

## 3. Extent of Authorization (Choose a or b.)

a. I authorize the release of my complete health record (including records relating to  
mental healthcare, communicable diseases, HIV or AIDS, and treatment of alcohol or  
drug abuse).

**OR**

b. I authorize the release of my complete health record with the exception  
of the following information:

- Mental health records
- Communicable diseases (including HIV and AIDS)
- Alcohol/drug abuse treatment
- Other (please specify):  
\_\_\_\_\_

4. This medical information may be used by the person I authorize to receive this  
information for medical treatment or consultation, billing or claims payment, or other  
purposes as I may direct.
5. This authorization shall be in force and effect until \_\_\_\_\_ (date  
or event—**if writing a date, include the year**), at which time this authorization expires.
6. I understand that I have the right to revoke this authorization, in writing, at any time. I  
understand that a revocation is not effective to the extent that any person or entity has  
already acted in reliance on my authorization or if my authorization was obtained as a  
condition of obtaining insurance coverage and the insurer has a legal right to contest a  
claim.

7. I understand that my treatment, payment, enrollment, or eligibility for benefits will not be conditioned on whether I sign this authorization.

8. I understand that information used or disclosed pursuant to this authorization may be disclosed by the recipient and may no longer be protected by federal or state law.

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Signature of patient or personal representative

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Date (**month, day, year**)

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Printed name of patient or personal representative  
and his or her relationship to patient

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Date (**month, day, year**)

## G2. Short-term Mission Projects Application



### HANNIBAL-LAGRANGE UNIVERSITY MISSION APPLICATION

Please answer the following completely and concisely.

1. Define your desired short-term mission.

What are you going to do? Where? Why?

How long will you be gone (break down travel and time on the field)?

Where will you stay (during travel and time on the field)?

How many do you estimate will participate from HLGU? Do you have a leader? If so, who?

What are the responsibilities of the HLGU group?

What are the responsibilities of the partnering mission?

Describe your itinerary including transportation arrangements, housing situation and estimated costs that will be incurred. Remember to include the cost of transporting the team to and from the airport, if flying. Allow \$400 if using O'Hare, Chicago, and \$300 if using Lambert Field, St. Louis.

Getting there:

Costs:

2. Explain the purpose of the trip.

What are your goals for the short-term partner?

What are your goals for the HLGU community that is participating?

-----  
The following action has been taken by the Student Missions Coordinator and/or overseeing administrator:

Trip approved \_\_\_\_

Trip denied \_\_\_\_ Reasons:

Application returned for further clarification (highlighted above) \_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **G2a. Qualifications for HLGU Mission Projects**

### **i. Parameters of work and University sponsorship established**

Qualifications of “university-sponsorship”:

- Consistent with HLGU’s mission
- Cost effective for students
- Reasonable risk assessed and limited
- Foci of: evangelism to the lost, service to the church, cooperation with the local governments.
- Preferential approval to partnering mission entities as stated in missions policy (approved 2/12)
- Purpose of trip must be defined in writing
- Group or individuals must be approved by the Student Missions Coordinator and/or overseeing administrator
- Adequate time must be allowed for approving and planning
- Participation in training opportunities as provided by the Student Missions Coordinator
- All documentation required including HLGU provided medical releases/HIPAA forms

### **ii. Definition of short-term missions – the attempt in a limited amount of time (from a few days up to a year) to enhance, assist and further current missions. HLGU short term missions will be designated from a few days up to one month for most projects. Practicums will be considered for trips over 4 weeks.**

### **iii. Procedures for trip planning:**

- Define the purpose and procedure of the mission
- Meet qualifications mentioned above for approval from the Student Missions Coordinator and overseeing administrator
- Establish dates, secure reserved items, room, board, transportation, including transporting the team to and from the airport, if flying, responsibilities of team and destination personnel, determine costs and set up training with the Student Missions Coordinator
- Recruit students, faculty and staff for the mission

### **iv. Risk management/assessment: Foundational concerns before deciding on a short-term mission:**

- How safe is our desired service destination (illegal activity, terrorism, gender-specific violence, relevant cultural consideration, level of U.S. anti-bias)
- How secure will our transportation be?

- How experienced are our team members in travel, missions and specifically with the culture that will be engaged?
- Is God calling us to go in spite of this? Is there confirmation from proper authorities and influences that outweigh our concerns (home churches, parents, the Student Missions Coordinator and overseeing administrator, President, IMB or NAMB, etc.)?
- How costly will it be if we choose not to go? What will not be accomplished if we refuse?
- Ultimately, does the risk outweigh the possible benefits of the desired short-term mission?

v. Crisis management

- Types of Crisis include; weather, medical emergencies, accidents, interpersonal issues/abuse or harassment
- Understand and evaluate the crisis
  1. Report for non-emergency issues
  2. Know local guidelines for weather and understand weather related risks.
- Seek ways to reduce or alleviate the crisis
  1. Training and education
  2. Interview missionaries and/or citizens from the region.
  3. Research history of regional crisis
- Implementing a workable procedure (Misc.):
  - M**- Make mental priority list (rescue from danger, remove from harm)
  - I**- Initiate outside help (call 911 or available emergency agents)
  - S**-Stabilize the situation further
  - C**.- Contact HLGU personnel (Student Missions Coordinator on cell as primary contact; the Student Missions Coordinator will contact the overseeing administrator and other HLGU administrators and together the Student Missions Coordinator and administrators will contact the parents.)
- Refer to Crisis Management Procedures, Appendix VII.

## G2b. Prerequisites for Mission Trips

- ✓ Application approved
- ✓ Insurance secured and premium paid
- ✓ Sponsorship/leadership established
- ✓ Approved by the Student Missions Coordinator
- ✓ Overview of work established
- ✓ Contact numbers established and published

## H. Copy of Covenant



### Commitment Covenant for Mission Teams

As a student participating in the Hannibal-LaGrange University missions program, I commit to the following standards of conduct and responsibilities while preparing for and serving in my particular ministry opportunity.

- I will practice Biblical principles of servant hood, submission to authority, and maintain a teachable attitude.
- As a representative of God’s Kingdom and HLGU, I will follow the expectations of HLGU in the Student Handbook regarding conduct and character.
- I will seek to establish relationships with those I come in contact with, allowing them to see Christ in me as I relate to them.
- I will pray for them first, care for their needs second, and look for opportunities to share individually with them about what Christ has done in my life.
- I will show respect for my team leaders and team by being punctual, speaking with respect and kindness, and by accomplishing my responsibilities.
- I understand that I am expected to be at ALL training times AND separate team meetings planned by my team leaders or missions department staff.
- I commit to participate in pre-trip trainings and any post-trip debriefings.
- I agree to have a Prayer Team of at least 5 people who I know will specifically pray for me on a regular basis regarding this mission trip.
- I understand that if at **any time** I drop out of the trip, **I am responsible** for the full financial ramifications that may occur.
- I understand that my team leaders, in consultation with the missions’ department staff and/or advisors, have the authority to terminate my position on the team if I violate my commitments.
- I acknowledge that travelers’ health information is available to me and I will avail myself of such information at the following website: <http://www.cdc.gov/travel>.
- I acknowledge that U.S. government travel warnings, travel advisories, public announcements, and country information are available to me and I will avail myself of such information at the following website: <http://travel.state.gov>.

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Participant Signature

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Date

---

Witness

---

Date



## **II. Pre-Trip Planning**

### **A. Team Leaders/Team Members Qualifications**

In general, team leaders:

- Desire to see students discover a sense of vocation as mission
- Are committed to the philosophy and vision of Hannibal-LaGrange University missions
- Are an integral part of the planning process
- Are vital to mission organization and team members' morale

Specifically, team leaders:

- Must be approved by the Student Missions Coordinator and overseeing administrator
- Work with the Student Missions Coordinator to determine the emphasis of their specific team
- Are knowledgeable of the various policies and procedures for trip planning
- Work with the Student Missions Coordinator to submit a trip proposal, including budget
- Attend at least one training session
- Recruit, screen and approve students
- Hold regular team meetings and prayer times and report them to the Student Missions Coordinator
- Prepare students as a team for the mission experience
- Insure your team members are keeping up with deadlines
- Formulate an itinerary for the in country experience
- Support and challenge students before, during, and after the trip
- Develop debriefing activities for the students upon return

Things to consider:

- Have you talked with your family and considered other personal commitments before deciding to go?
- Do you have time to plan a trip and attend all the required meetings?
- Do you have a clear sense of calling to go on this mission?
- Do you have a peace about the cost and commitment?

### **The Role of HLGU Missions for Student Participants**

As you have read the list of expectations and responsibilities, please know that it is the desire of HLGU Missions to support, guide, and serve you, the team leader, as you undertake this important task.

**HLGU Missions will:**

- Identify and approve all mission projects according to our guiding principles
- Set up the HLGU online applications site when necessary

- Work with team leaders and recruits to plan positive mission experiences
- Publicize and provide general recruitment for all teams
- Be responsible for all financial decisions regarding the trip
- Provide support and resources for team building, fundraising, itinerary planning, etc.
- Communicate all deadlines, policies and procedures as clearly as possible
- Provide cultural and spiritual orientation for all participants
- Provide information to students and leaders about required and recommended vaccinations
- Support the team leader while in country to allow them freedom to lead their groups
- Offer help in planning debriefing activities upon return
- Pray for our team and their mission

This list is thorough, but certainly not exhaustive. Some items may not always be applicable based upon the needs and environment of any given leader, team, or country.

## **B. Funding the Trip (dates, deadlines, fundraising, etc.)**

Get started NOW is the number one tip we could ever give a volunteer. It is never too early to begin talking to friends and family members about your mission and that you will need financial help. Do not let the fear of how much you have to raise paralyze you if God has called you to be a part of your project. You will have to trust Him to help you raise the money. He is faithful.

<b>I Chronicles 29:10-14</b>	<b>Proverbs 30:8-9</b>	<b>Psalms 24:1</b>	<b>I Timothy 6:17</b>
<b>Haggai 2:8</b>	<b>Philippians 4:19</b>	<b>Luke 16:10-13</b>	<b>I Corinthians 4:2</b>
<b>I Thessalonians 5:24</b>	<b>II Corinthians 8:1-5, 9:5-7</b>	<b>Deuteronomy 8:16-18</b>	

Read and follow the Fundraising Guidelines and prayerfully seek the Lord's guidance as you begin your fundraising journey. Pray, plan, and present this trip opportunity to others in as many ways as you can. Educate those in your life about what you will be doing so that they can know how to support and invest in you. We understand that concern over finances is one of the most difficult parts of making the decision to participate in a mission project. It is our goal to help you understand that the Lord has provided for hundreds of thousands of volunteers much like you in the past and we believe He will continue to meet the needs of sincere, committed volunteers.☺

- Take a moment to look beyond the cost of the trip towards what you can both gain and give on this trip. What if you are different because you chose to go on this trip, to invest in the life of another, to learn from the faith of another? What if there is someone on this trip that is a little bit different because you chose to invest in his life? Will you allow the cost of the trip to overwhelm the possibilities that this experience holds for both yourself and the people you will be serving?
- For most of us, if we allowed the "Funds Available" line on our bank account to determine where and how we serve, we simply would not. It would be impossible. If you attempt to pay or fundraise for this experience all on your own, you will likely not make the cut. If however, you pray, dig in, and work with your team, the likelihood of

your success skyrockets! Remember, if God has pointed you in this direction, He will do His part to make sure you get to go...you just need to do your part as well.

- When you ask people to support you financially for this venture, you are asking them to partner with you in this mission experience. It means that not only are they supporting you financially, but they are also getting the opportunity to travel with you and learn alongside you as you prepare, go, and return to share your experiences. Allow people here to journey with you, invest in you, and learn from you as you go.

Be smart! Use the most effective tool of communication and talk to people one-on-one to tell them about your opportunity! Talk to them, write them and call them! You never know who God wants to use to get you in the field. However, before you write, call or visit. Remember, IT STARTS WITH YOU...

First and foremost, ask yourself what you will sacrificially give to your own support. **You cannot ask others to sacrifice financially if you are not willing to do the same.** What are you willing to alter in order to give sacrificially? Are you willing to give up eating out, seeing movies or buying clothes? Part-time jobs can help provide personal support. (See Fundraising Ideas in Appendix V and a fundraising form letter in Appendix VI.) Consider baby-sitting, house-cleaning, or mowing lawns. You may also have money in savings that could be contributed. Once you have decided how you will sacrifice to raise funds for your trip, you are ready to begin. Be sure to share your personal sacrifice/plan with those you seek assistance from so they can gain confidence in your clarity of call.

Remember: A \$50 deposit must be paid with the application by cash or check. Final balances must be paid two weeks prior to travel.

**\*IMPORTANT\***

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Please ask all donors to make their checks payable to Hannibal-LaGrange University and mail it to HLGU indicating the country name or Mission Trip on the memo line of the check. All donations to HLGU are potentially tax deductible as long as the checks are made out to HLGU. No individual name can appear on a check given as a donation. If a name does appear on the check, it is no longer considered a donation but a payment. A payment is not a donation and will NOT be tax-deductible. Ask the donor to keep a copy of his/her returned check as proof of donation for tax purposes. The Office and Records Manager in Institutional Advancement will mail a receipt to them. Your family members do not receive tax deductions for gifts to mission trips unless they give to missions' accounts only.

If you receive...

Cash: Please do not send cash in the mail to our office. If a person would like to make a cash donation for a tax credit, then they need to take their cash to the Office and Records Manager in Institutional Advancement.

Checks made out to you: If you receive a check made out to you, the person making the donation will not receive tax credit. You can deposit your check directly into your missions account. (Again, your supporter WILL NOT RECEIVE A TAX RECEIPT in this instance.)

Checks made out to Hannibal-LaGrange University: make a copy and send the check to “Attn: Office and Records Manager, Office of Institutional Advancement, Hannibal-LaGrange University, 2800 Palmyra Road, Hannibal, MO, 63401” as soon as you receive it.

NOTE: Although donations received by HLGU go toward exempt project expenses, the IRS stipulates that to receive a tax deduction, the donor must release control of the money donated to the nonprofit organization. For this reason, money cannot be refunded and cannot be designated for a person. The student will be a fund raiser and get credit for raising funds equal to the costs for his/her trip.

## **Insurance**

Trip insurance must be purchased by the student through the University to cover their particular trip. This will be a part of the cost. The University will arrange for the insurance and relay this cost to the participant as part of the trip costs. Those who do not have insurance will not be allowed to participate. Insurance details will be explained to your group leader along with emergency contacts.

Insurance information should be carried with you at all times. It is ideal for another team member to keep a copy of your insurance card in case your information is lost or stolen.

## **C. Training**

### **Team Meetings**

Team meetings are the most vital part of preparing to go on a trip. These meetings give students an opportunity to get to know each other. Through this process a community begins to form. Team meetings are scheduled by the team leader and are understood as mandatory.

## **D. Spiritual Preparation**

When preparing for a mission trip, it is easy to get distracted by the process and to leave your spiritual preparation to the last minute. For this reason we encourage each student to read and work through the book, *Before You Pack Your Bag, Prepare Your Heart* by Cindy Judge, ©2000 by Campfire Resources, Inc., revised 2005, or another mission preparation guide and journal. In addition, each participant will be expected to spend ample time in prayer and study. Some team leaders may require this type of study and/or additional preparation.

Journaling can be an incredibly useful tool when preparing and participating in missions. The earlier you can start your journal, the better. In the early stages of your journal, here are a few questions to think about:

- What led me to be a part of this trip?

- What do I anticipate happening?
- What aspect of this trip makes me most anxious?
- What aspect of the trip excites me the most?
- How do I anticipate God using and changing me during this time?

## **E. The Journey**

### **Getting to the Airport**

In most cases, HLGU Missions will arrange transportation for each team to the airport. Generally speaking, airport transportation will leave from Hannibal-LaGrange University; therefore, students that live in the departure city, for example, St. Louis, may want to simply meet the group at the airport. It is the team leader's responsibility to make sure that every student knows the correct time to meet for airport departure to meet the group at the airport.

### **Checking In**

Once you enter the airport, you are at the mercy of the airlines. With larger groups, check-in can be quite a lengthy process. If you are traveling with multiple Hannibal-LaGrange teams to the same location, then you will likely have a trip administrator traveling with you. The trip administrator (Admin) should check in first and stay at the counter while everyone gets checked in. The Admin will be very familiar with the itinerary and will be able to troubleshoot any problems at check-in. If you are not traveling with a larger Hannibal-LaGrange group or you do not have an Admin traveling with you, then the team leader should check in first and follow the same procedure, staying at the counter until the entire group is checked in. Once you are checked in, there will probably be time for students to grab a bite to eat, wander around the terminal, etc. Students should not wander alone; the team leader should assign buddies or small groups of 3 or 4. The leader should also make sure students know what time to be in the boarding area and to check the monitors for any gate changes which can happen even twenty or thirty minutes before a flight departs.

### **In Transit**

The following are items that need to be communicated to your students. Even if it seems obvious, not everyone is a seasoned traveler and may need some instruction.

### **Security Checkpoints:**

- Make sure students have correctly packed their carry-on luggage according to the provided instructions. This will be especially important in connecting airports.
- The team leader should go through the checkpoint first and wait at the other side for every student to get through.
- Guard your speech. Never make jokes about terrorists, guns, bombs, etc. This will only attract negative attention, and could potentially get you arrested.
- Don't let other passengers rush you; make sure you have all of your belongings before leaving the checkpoint.

## Travel Etiquette

Mission groups and just Americans in general, have a reputation for being loud and/or obnoxious, particularly, in international settings. We appreciate the energy and excitement that our students bring to trips like these, but we would also like to be good representatives of Hannibal-LaGrange and most importantly, of Christ. Here are some tips for practicing appropriate travel etiquette:

- Always let your surroundings set the tone. For example, when traveling on the “Tube” in London, passengers are generally subdued, reading, napping, or just enjoying a bit of quiet. A loud group of tourists might be offensive in this setting.
- Don’t push conversation with other passengers on flights. If a person obviously wants to read or sleep, then let them.
- Be sensitive about what you share with other passengers. It is fine to share general information about a trip, just use caution and common sense.
- Remember that not everyone defines missions the same way. If you are going to tell someone that you are going on a mission trip, be prepared to explain what that means to you.
- Do your best not to be a problem passenger. Don’t ask the flight crew for special favors or get up and down while the crew is struggling with carts, etc.
- Be gracious and friendly, but also exercise some wisdom and caution.

## Immigration Forms

On the plane, prior to arriving, the crew will pass out immigration forms. Here is the best way to deal with these forms and prevent mistakes:

- The team leader should let students know prior to travel that they will be given these forms and not to fill them out until given instructions.
- The leader will complete his form first and then help others, using his as an example.
- **Never write missionary or mission trip as the purpose of travel!** This is not considered a valid reason for entry.
- Students should keep these forms with their passport and flight documents in their carry-on or on their person, never in the seat pocket.
- Sometimes it is worth being at the end of the immigration line to take the time to gather after exiting the plane and double check everyone’s forms.

There is no time like the present to begin educating yourself about the country, its culture, and its people! The more you understand about the context before you go, the deeper you can go while you are there. You can learn a lot in a short amount of time. Try these suggestions:

- Google some of the following topics:
  - Geographical locations, particularly where you will be serving
  - Major historical figures (past and present)
  - Cultural traditions and stories (local children’s literature can be really helpful)
- Check out books or articles – look for books and articles that were written by individuals from that area

- Seek out international student gatherings that may afford an opportunity to meet someone from that country (first-hand accounts are always a good idea!)
- Take a conversational language course or Google basic phrases (take these along with you as a reminder when you engage in conversations)

### **Advance Prep Checklist**

- Passport [It is a good idea to make a copy and give it to another team member to pack in case your information is lost (or stolen)!]
- Visas (if required)
- Immunizations (particularly if there are any required for entry)
- Basic wardrobe (including versatile shoes)
- Collect tools and equipment for projects, if needed

## **F. Crisis Management**

- Types of Crisis include: weather, medical emergencies, accidents, interpersonal issues/abuse or harassment
- Understand and evaluate the crisis
  1. Report for non-emergency issues
  2. Know local guidelines for weather and understand weather related risks.
- Seek ways to reduce or alleviate the crisis
  1. Training and education
  2. Interview missionaries and/or citizens from the region.
  3. Research history of regional crisis
- Implementing a workable procedure (Misc.):
  - M**- Make mental priority list (rescue from danger, remove from harm)
  - I**- Initiate outside help (call 911 or available emergency agents)
  - S**-Stabilize the situation further
  - C**.- Contact HLGU personnel (Student Missions Coordinator on cell as primary contact; the Student Missions Coordinator will contact HLGU administrators and together the Student Missions Coordinator and administrators will contact the parents.)
- Refer to Crisis Management Procedures, Appendix VII.

### **III. On the Field Etiquette**

While plans may be made and partnerships formed, half of the success of the trip depends entirely on you and the mindset in which you approach it. Here are some things to think about as you prepare for this venture.

#### **A. Know the Purpose**

##### **Focus on the Goal**

When you go on vacation, you go with the knowledge that you are abandoning all schedules, responsibilities, and stresses. Vacations are about you. Such is not the case with a mission trip. Granted, you will likely have adventures and eat at fun places and yes, from time to time, you will get to relax...but remember you've come to both learn and to work. Be prepared for long days, tough projects, and food that you may or may not like...or recognize. Learn to lean in to every experience; it has the power to transform both yourself and others.

##### **Focus on the Team**

Your trip experience will be made or broken often by your own attitude and your overall team dynamic. If you travel with a "team" of individualistic thinkers, you will fail the mission. Go with the mindset that you are a team, learning and serving together. Be models of cooperation, encouragement, grace, and support, especially when things get difficult. It will make all the difference in the world.

#### **B. Know the People**

- Respect cultural norms.
- Enjoy yourself and others.
- Be an encourager.
- Bear one another's burdens.

#### **C. Know the Priorities**

- Make adjustments.
- Abandon electronics.
- Eat for sustenance not pleasure.

#### **D. Know His Presence**

- Pray without ceasing.
- Be aware of God's daily presence.
- Demonstrate the Fruit of the Spirit.
- Lose your identity in Christ.



- Let this be a “new” experience. If you have already been on another mission trip, even in the same country and with the same organization, don’t expect to have the same experience! Every trip will be different. It may be better. It may be worse. Just plan on it being different, whatever it is. As you prepare for the trip, think about how you will deepen your trip experience and allow yourself to be stretched. Let God do a “new thing”.

### **The Final Piece...**

The final piece...remembering to watch what you say. The old playground adage that says “Sticks and stones may break my bones, but words will never hurt me” is a lie. Words can hurt. They can hurt you. They can hurt others. On a trip, they can be incredibly damaging to your team dynamic or even your relationships with your hosts. Remember this:

- Avoid complaining; it is contagious! Once one person begins, there is no end in sight. Remember all that you have to be grateful for and focus on those things.
- Steer clear of even the appearance of gossip. It is a road that leads to no good.
- Save discussions about “hot button” issues (politics, etc.) until after you have gotten to know someone **well**. Those conversations tend to go much smoother if you *truly* know where that person is coming from. If you see the conversation taking a turn for the worse, allow for an opportunity for both you and the other person to walk away in a loving and respectful manner.

## **IV. Post-Trip Debriefing**

### **A. Required for all participants**

### **B. Share (in writing)**

Below you will find a series of questions that can be used during team debriefing times or that can be given to students in order to give them a jumping off point for their personal debriefing:

**Surprises...**What surprised you about your teammates? The culture? The local believers?

**Values...**How has the experience affected your relationship to your possessions, your friends, and God? How have your experiences shifted your priorities?

**Involvement...**How has this experience affected future plans for involvement in your home church, at Hannibal-LaGrange University, in your major or discipline of study?

**God...**In what ways did you see God move in the lives of others? In your own life?

**Disappointment...**What was your greatest disappointment or your lowest low?

**Joy...**What was your most enjoyable experience or your highest high?

**Changes...**What would you do differently on another trip?

**Return...**would you participate in another mission trip? If so, what would you hope it would look like?

# Appendix I

## HLGU Missions Policy Statement

The Board of Trustees at HLGU wishes to affirm HLGU's commitment to challenge students to participate in mission projects as stated in its purpose statement:

“5. To promote the life of service in keeping with the example of Jesus Christ and with the University motto *Scientia ad Servendum* (Knowledge for Service) by challenging students to participate in service learning and mission projects.” [Student Handbook, 2012, download from [www.hlg.edu](http://www.hlg.edu) website, undated]

*In keeping with that commitment, we believe that commitment can be further developed and strengthened by adopting the following:*

### **Missions Policy**

That all missions trips and/or service trips (either domestic or international) of any organization related to HLGU and involving its students, faculty, or staff, coordinate and receive approval from HLGU Student Missions Coordinator and overseeing administrator; and that HLGU-sponsored mission trips seek partnerships with other Great Commission Christians, giving priority to Southern Baptist mission entities such as the North American Mission Board and the International Mission Board, when possible, or LifeWay Christian Resources (World Changers); or state conventions, local associations, local churches and individual Southern Baptists with relational ties to established work.

# Appendix II

## Packing List

Please refer to <https://www.tsa.gov/travel> to read the latest travel information from the Department of Homeland Security.

## Carry-On

- Change of clothes (x2 socks and undergarments)
- Glasses or extra contacts/solution
- Toiletries
- Prescription medications (in original containers, accompanied by a physician's letter on letterhead)
- Shot record
- Spending money for travel - \$40 USD
- ATM card
- Snacks
- Antibacterial wipes
- Reading material
- Hannibal-LaGrange University ID card
- **RULE OF THUMB: Include items that you would want if your luggage was lost**

## Essentials

- Flashlight or headlamp
- Bible, pens, and journal
- Camera and memory cards
- Bug spray with Deet (non-aerosol per airline regulations)
- Malaria meds (if needed)
- Sunblock
- Sunglasses

## Toiletries/Meds

- Toothbrush and toothpaste
- Deodorant
- Hairbrush/comb
- Shampoo
- Soap/body wash
- Toilet paper (travel-sized rolls or travel-sized packages of Kleenex)
- Feminine hygiene items
- Anti-bacterial hand sanitizer
- Allergy medicine (Benadryl)
- Pain reliever (Tylenol or Advil)
- Imodium

- Pepto-Bismol
- Laundry detergent (travel-sized)
- Laundry bag (can use a pillow case or trash bag)
- Towel and washcloth

## **Clothing**

- **Modest dress is the rule!!!**
- Skirts (below knees)
- Shirts (no tank tops or spaghetti straps or anything that reveals the midriff)
- Pants, jeans, or capris (lightweight)
- Shorts (to be worn at the hotel or for specific mission projects—*KEEP THEM LONG!*)
- Undergarments
- Socks
- Shoes (tennis shoes, dress shoes...depends on your projects)
- Flip flops (for around the hotel, etc.)
- Pajamas
- Fleece/sweatshirt (for mornings and evenings)
- Windbreaker or lightweight waterproof jacket

## **Optional**

- Umbrella
- Cheap watch
- Power converters
- Snacks (Bring items that won't melt)

## **DO NOT BRING**

- Traveler's checks
- Regular-size pillows
- Jewelry
- Earrings (avoid anything large or flashy)
- No charms that display religious symbols
- Laptops and electronics (It depends on the situation; talk with the team leader.)
- ***RULE OF THUMB: If it will distract you or others, leave it behind.***

# Appendix III

## How to Pack

Please refer to <https://www.tsa.gov/travel> to read the latest travel information from the Department of Homeland Security.

**DO NOT OVER PACK!** It is tempting to pack everything you can think of “just in case”, but do you really want to have to lug around a giant, heavy bag? Stick to the provided list of items; it has been designed by seasoned travelers. Buy travel-sized items, follow the tips below, and you will have everything you need for your trip.

## General Guidelines:

- Keep over the counter meds in their original boxes/containers
- Place all liquids in plastic bags
- Take items other than meds out of outer packaging (batteries, snacks, wipes, etc.)
- Roll your clothes and utilize large plastic bags for each type of item
- Leave vanity items at home (straightening irons, blow dryers, electric razors, etc.)

## Your Carry-On

Your carry-on should be a medium-sized backpack (school pack, day pack, etc.). This bag can then be used in country for day trips to various project sites. You will have to carry this bag through various airports.

- Pack any item that you cannot live without if your luggage is lost
- Pack a change of clothing with at least two changes of socks/undergarments
- Pack all prescription medication in one plastic bag with a signed letter from your physician on official letterhead
- Pack all toiletry items in one quart-size bag or smaller. Place this bag in an outer pocket for easy removal at the security checkpoints
- All toiletry items must be smaller than 3 oz.
- Pack extra contact lenses solution and/or eyeglasses
- Pack something to read or do (crossword, Sudoku, etc.)
- Pack your Bible, journal, and pens
- Pack your camera and memory cards
- Pack a few snacks and some gum or breath mints

PLEASE NOTE: You are only allowed one carry-on and one personal item. Security checkpoints in other countries may require that your personal item fit inside your carry-on while going through the checkpoint. Pack your carry-on with this in mind.

## Your Suitcase

Everyone is allotted only one bag per person for personal items in addition to their carry-on. Pack this bag as if you will have to carry it around a full city block. If you can't, it is too heavy!

- Pack all your clothing
- Sort items of clothing into their own plastic bags—all socks in one bag, all t-shirts in another, and so on.
- Pack all toiletry items together in plastic bags to prevent leaking

### **Money, Passports, and Tickets**

- Bring \$40-\$50 US dollars for airport purchases during travel
- Bring your ATM card. You will only need money for personal purchases. **DO NOT BRING TRAVELERS CHECKS!** These are very difficult to exchange and the rate is lower than cash. Make sure to call your bank/credit card company and let them know you will be overseas so they don't freeze your accounts.
- **Bring your Hannibal-LaGrange ID card** as a second photo ID and for student discounts
- Bring your passport
- Bring your shot record (for those countries that require certain immunizations in order to enter)

These are the most valuable items you have when traveling abroad. If they are lost, passports and tickets can be replaced, but not without the expense of time and money. Purchase a traveler's money belt or some other waist pack for carrying these items on your person.

***RULE OF THUMB: If you can get to these items easily, so can a thief.***

# Appendix IV

## Passports and Visas

### How to Get a Passport

For all the latest information regarding applying for a new passport or renewing an already existing passport, go to <http://travel.state.gov/passport> or visit your local post office. Below you will find a few pointers/steps for preparing for the passport application process:

An individual must apply for a first-time passport in person if:

- You are applying for your first U.S. passport or
- You are under age 16 (requires special documentation) or
- Your previous U.S. passport was issued when you were under age 16 or
- Your previous U.S. passport was lost, stolen or damaged, or
- Your previous U.S. passport was issued more than 15 years ago or
- Your name has changed since your U.S. passport was issued and you are unable to legally document your name change

### Steps for the First-Time Passport Applicant:

1. Complete and submit Form DS-11: Application for a U.S. passport
2. Submit evidence of U.S. citizenship:
  - a. Previously issued, undamaged U.S. passport
  - b. Certified birth certificate issued by the city, county, or state
  - c. Consular report of birth abroad or certification of birth
  - d. Naturalization certificate
  - e. Certificate of citizenship
3. Present identification:
  - a. Previously issued, undamaged U.S. passport
  - b. Naturalization certificate
  - c. Valid driver's license
  - d. Current government ID (city, state, or federal)
  - e. Current military ID (military and dependents)
4. Submit a photocopy of the identification document presented (Step 3)
5. Pay the applicable fee
6. Provide one passport photo (view specifications online)

An individual can renew by mail if all of the following are true about their most recent U.S. passport:

- Is undamaged and can be submitted with your application
- Was issued when you were age 16 or older
- Was issued within the last 15 years
- Was issued in your current name or you can legally document your name change

If the above statements do not apply to you, you must apply in person.



## Steps for the Renewal Passport Applicant:

1. Complete Form DS-82: application for a U.S. passport by mail
2. Sign and date
3. Submit completed form and additional documents:
  - Your most recent U.S. passport (book or card)
  - One passport photo (view specifications online)
  - Current passport fees
  - A marriage certificate or court order (only if your current name is different from what was recorded in your most recent U.S. passport)

\*Expedited delivery options are available upon request but there is an additional cost.

## How to Get a Visa

For current information on applying for a visa, go to <http://travel.state.gov/visa>.

\*\*If you are leading an international trip, HLGU Missions will likely ask you to produce two passport-sized/quality photos. These photos are **NOT** for your passport. They are used for visa applications (if applicable) and cannot be returned to you.

# Appendix V

## FUNDRAISING IDEAS

**NOTE: Fundraising policies are set by Hannibal-LaGrange University. Therefore, all fundraising ideas need to be approved by the Student Missions Coordinator.**

### *Make a List of People*

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Make a list of people you think may be interested in helping you with your project. Don't forget: businesses, mission committees, Sunday School classes, Christian friends and family members. Also, don't pre-judge people as to whether or not they may want to help you. Most of the time, volunteers' money comes from the most unlikely sources. It is a blessing for people to give to you because they may not be able to go themselves and people on a limited income may be your biggest supporters!

### *Support Letters*

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Write your support letter. You may use the included letter as a guide, but let it reflect your heart and why you feel the Lord is leading you to go on this particular project. Choose a personal letter over email. Let your personality show through your letter. Tell them what you hope to do on this particular mission. Be honest about your needs and let God deal with people's hearts. (See Example)

Enclose a return envelope for mailing and a donation envelope in your letter. On the donation envelope, please write your name, the country name, date and trip purpose. Have your donors make the check out to Hannibal-LaGrange University with the country or trip on the "memo" line of the check.

Follow-up your letter(s) with a phone call. Let them know how excited you are about your project and just check with them to see if they have any questions. Remember, they are your friends: they are usually glad to help and are very excited for you. Don't dread the follow-up call!

After you return from your trip, send a post trip report with pictures to all persons that originally received a letter. Possibly even include a small gift and thank you to those who donated, perhaps a post card from the trip.

These letters are an opportunity for prospective donors to see God working through an individual's life...opening the door for questions about why we do what we do and why we love this "Jesus". So, remember to send these letters not to just your Christian friends but to non-Christians as well.

## *A Few Ideas*

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As with most anything in life, you will probably get out of any fundraising event about what you put into it. Make sure you do a quality job on anything you try to do. Please feel free to call our office if you have any questions on the suggested fundraisers. Also, please call us if you find a fundraiser that you think everyone should know about. We will put it in this section next year!

***Group Fundraising Ideas (Monies raised through team fundraising events must be turned in to HLGU Missions to be applied to the team.)***

- ❖ Sports Tournaments
- ❖ Have a big garage sale with donated items. Ask a local business or your church if you can hold it in their parking lot. Find a good location! Students have involved a youth group to help them raise money by doing car washes, garage sales, etc.
- ❖ Host a dinner, have entertainment, and charge admission
- ❖ Sell hotdogs and drinks at Home Depot or Lowes—get permission first!
- ❖ Design a t-shirt and sell it.
- ❖ Some students gave the money they received from selling their books back or a portion of it.
- ❖ Auction off surprise suppers. Tell participants in advance that they will need to bring one plate of food – it can be anything, from a peanut butter and jelly sandwich to a sirloin steak. Cover each plate and keep them warm while people arrive and get seated. When guests are ready, bring out the first covered dish and start the bidding.
- ❖ Know someone who plays and sings? Ask them to host a benefit concert. All the proceeds go toward your trip. Do it where there is a lot of traffic where some people might just stop by. Have pictures and information about your trip so people know what they're giving towards.
- ❖ Have a garage sale.
- ❖ Sell chocolate bars.
- ❖ Have an auction for missions.
- ❖ Organize a holiday child care service within your church or in volunteers' homes. Parents may drop off their children at the designated place and go Christmas shopping or attend parties. Provide information to parents regarding who is offering this service as well as when, where, and contact information.

### ***Individual Fund Raising Ideas***

- ❖ Speak to Sunday School classes and missions groups in your church. Have a big garage sale with donated items. Ask a local business or your church if you can hold it in their parking lot. Find a good location! Students have involved a youth group to help them raise money by doing car washes, garage sales, etc.
- ❖ A student had a moving out of the dorm sale. He had students donate things they no longer needed or wanted as they moved out of the dorm and he had a garage sale from these items.
- ❖ Take on odd jobs for extra money.
- ❖ Rent yourself out for yard work, house work, babysitting, and errands.
- ❖ Start a money jug.
- ❖ One student baked 60 cakes by herself and sold them at Walmart. Walmart will match gifts for fundraisers you do at their stores. Check with Walmart first.
- ❖ Work at a sporting event concession (sometimes requires a non-profit status; we can provide documentation for this purpose).
- ❖ A student made home cooked meals on Sunday afternoons for others. She sent out invitations on Facebook with the menus and people would give her money to cook for them.
- ❖ Design a t-shirt and sell it.
- ❖ One student raised money by babysitting for people in her church.
- ❖ Lemonade Stands: It sounds dorky, but get permission from your church to set up a stand after Sunday morning service or after Bible study. Or sell fresh baked cookies or brownies. Or do both, everyone needs a pick-me-up on Sunday mornings!
- ❖ One student was able to make candles. She personalized them to where she was going that summer and sold them. People not only had a candle, but a way to remember to pray for her.
- ❖ Are you part of any small groups? Ask a few to sponsor you with prayer and by bringing a dollar to each meeting. At the end of 6 weeks 5 groups of 5 equals \$150
- ❖ Sonic will let you carhop for a night. From your work you keep all the tips. If you have enough friends and loved ones come it is worth it! Check with the local Sonic first.

- ❖ Give up something you regularly spend money on – gourmet coffee, eating out, weekends at the movie theater or your mani-pedi. Put the money you’ve saved during your fast into your trip fund.
- ❖ Make something and sell it. Several students made flower pins/hair pins and sold them for \$10 each.
- ❖ Take your clothes to a resale shop. They will pay you for gently used items still in good condition.
- ❖ Set aside a certain amount of money from each pay check you receive.
- ❖ Are you good at photography? Offer to do photo shoots for people for a donation or discounted rate.
- ❖ Designate a week for your trip supporters to save the money they would spend eating at sit-down and fast food restaurants and ask them to donate it to your trip. Promote the week of restaurant fasting through a variety of media outlets and provide pledge cards for those who would like to participate. At the end of the week, have a dinner for your supporters at which you can announce how much money was raised.

There are several avenues a church may choose to use to support you.

1. Missions Committee may have a fund.
2. You may be allowed to make a presentation to the church at which time a love offering is taken.
3. You may be given a list of individuals to contact.
4. You may make presentations to several Sunday School classes.

### ***Thank-You Notes***

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Thank you cards should be sent to members of your support team whether they have committed to pray or to give financially. Hand-write these notes personally. Ask also for their prayer support as you serve in missions.

### ***Follow-Up Letters***

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Send a letter to your support team after you return from your mission trip. In your letter, be specific. Tell the person how your life was affected, the people you met, special experiences you had and the long range effect on your work and on your life personally. Do not be vague; be real, honest and specific. Include pictures. If you have many people to write, you might want to adapt a newsletter-type way of sharing with each individual about the mission experience. Enclose a personal note in the newsletter. Again, thank your support team for its gifts and prayers.

# Appendix VI

## A SAMPLE SUPPORT LETTER

[Your Name]  
[Your Address]  
[Date]

[The Greeting (ex: To my Family and Friends)]

I have the wonderful opportunity to spend [amount of time] on the mission field. For the [month of], I will be traveling [location and with whom]. We will be staying [specifically where] and working with [organization/missionaries], serving in any and every way possible [or specifically how you will be serving].

[Add specific information about your trip, such as the areas you will be covering/working with; facts about the city in regards to population, how many churches, what kind of needs they have; etc. You can also add a website that gives much of the same information.] For more information about [your organization's] work, visit [website].

[If you have been on a past mission trip with this organization, feel free to add a bit about it] I traveled on this mission trip last summer to [location]. The experience that this type of trip provides for us as students is one that does not often present itself. Whatever God may choose to teach us through this will always stay with us and help us grow into the servants and children He longs for us to be.

[Add information about how you will be updating people while you are gone/after you return] I have a blog that I hope to continually update during both of the mission trips and I will do my best to keep everyone informed. You can read my updates at [website].

As fellow believers in a wonderful and mighty God, I am asking for your support in any way that you feel led to give. Most importantly, I am asking for your prayer during my time of preparation and while I am on the mission field. In addition to your prayer support for me, also keep those with whom I am traveling and working in your prayers, as well as the people we will be reaching in [location].

Thank you for your time and your prayers!  
God Bless,

[Your Name]

-----  
Please cut along dotted line and send back to the address listed above.

\_\_\_\_\_  
Name \_\_\_\_\_

\_\_\_\_\_  
Address \_\_\_\_\_

\_\_\_ I feel led to pray for the trip: The people, the churches, and the mission work.

\_\_\_ I feel led to help financially. (Please include your financial support if you feel so led to help. If you would like your donation to be tax deductible, please make your check payable to Hannibal-LaGrange University Missions. My name cannot appear on the check in order to receive a tax deduction.)

# Appendix VII

## Crisis Management Procedures (Awe Star Ministries)

THIS PAPER IS IMPORTANT TO YOU. PLEASE READ IT, AND KEEP IT WHERE YOU CAN FIND IT FOR FUTURE REFERENCE. Since you and your team will be in a foreign environment where one cannot take security for granted, it is appropriate for you to take certain precautions and to plan for certain contingencies. This paper is written to help you understand what the HLGU Administration feels are appropriate precautions for everyday living, and some of the standby precautions that HLGU has taken. Please familiarize yourself with these materials.

### DEFINITIONS

INCIDENT: An isolated bombing, assassination, drowning, fatal accident, natural catastrophe, isolated telephone or letter threats, law and order problems unrelated to us (strikes, burglary, robbery, etc.), which would normally be resolved by appropriate advising of authorities and the remedying of our internal situation with the expectation of an early return to routine on the part of the team and its member.

EMERGENCY: An accident or imminent threat of danger requiring an evacuation or other extraordinary precautions or responses; generally a threatening situation that requires urgent attention in order to be resolved, but which should normally be resolved within a day or two, which is not expected to involve the media or public officials of either the host country or home country/countries.

CRISIS: The kidnapping or attempted kidnapping of any team member or national employee; a combination of bombing(s), assassination(s), and/or two or more serious threats against the team within a short period of time; or a serious warning by the host government (or embassy/embassies) of an imminent attack on our membership or one of our facilities. The existence of a crisis situation will normally result in the activation of the Crisis Management Team by HLGU.

### I. IN CASE OF EMERGENCY OR POTENTIAL EMERGENCY

A. In case of any incident that affects you or the team in any way, immediately advise the Missionary-in-Country and the HLGU Student Missions Coordinator.

B. Call the appropriate national authorities:

1. Bomb explosions
2. Fire
3. Kidnapping
4. Police
5. Ambulances
6. Hospital
7. U.S. Embassy

- C. Stay at your home base or secure location. In emergency situations, no one should be traveling around the city unless it is absolutely essential, and they should be in close contact with someone responsible for knowing where they are, and what they are doing. Only the Missionary-in-Country should approve ANY movement around the city in times of uncertainty.
- D. Do not use the telephone unless it is urgent. In an emergency, it could be critical to be able to contact you, and a telephone may be the only way. If you are not near a phone or if the phone has been disconnected, move toward a place of communication (i.e. a telephone, Internet, short-wave radio, etc.) when safety allows.
- E. Do not communicate with the media in any way, or allow your team to call your home country, until authorized by the Missionary-in-Country. The Missionary-in-Country will work with the U.S. Embassy if available. If not, this decision will be made when proper HLGU staff has been notified at the home office.
- F. Be ready to respond to a call to action.
- G. Await instructions. Your instructions will come via the U.S. Embassy, HLGU home office, the insurance we have or through the Missionary-in-Country that is helping you until you can communicate with an outside authority.
- H. Remain calm, but alert. If nothing has happened to you by this time, probably nothing will if you take appropriate precautions.

## **II. BASIC SECURITY**

### **A. SUGGESTED SECURITY PREPARATIONS, WHICH SHOULD BE MADE NOW:**

1. Read the suggestions below, and apply them to the situation in your city.
2. Read booklets on security available from HLGU or your Missionary-in-Country. Apply the ideas as appropriate.
3. Keep this and other security information handy.
4. Make sure you have a list of the team members in your country, and know who to call in case of an emergency.
5. **THINK SECURITY. PRIOR THOUGHT CAN MAKE A DIFFERENCE.**
6. **Keep your rooms, compound and gates securely locked. ALWAYS.**
7. **NEVER** allow anyone inside until you have properly identified him. A uniform is not adequate identification. Request documents, and call appropriate entities to verify that the person is who he says he is. (See telephone numbers on the following pages.) These documents may be passed under the door, through a gate or window. This rule applies to people in police and military uniforms as much as to anyone else. Perhaps more!
8. Do not be predictable. Vary your times and routes to church, shopping, work, recreation, etc.
9. Maintain cordial relations with your neighbors and hotel or dormitory staff.
10. Never draw attention to yourself or your team. Do not be loud or offensive.
11. Learn where the most dangerous parts of town are and avoid them whenever you can. Generally, if you are careful, you can be safe in most places in the daytime. Some places are more dangerous at night.
  - a. Some places to avoid (in crisis) when you can:
    - Centers of instability



- Bars and taverns
  - Large market areas
  - Where locals won't go!
  - High religious areas or centers including churches, mosques, temples, etc.
  - Non-tourist areas
- b. Safer places to shop or gather information (in crisis) are:
- U.S. Embassy
  - Peace Corps office
  - Hotels or high tourist areas
  - Less crowded supermarkets, etc.
12. Keep bus, car and taxi doors locked with windows up.
  13. Be careful not to wear expensive watches, jewelry, or name brand clothing in the wrong parts of town or in any crowd. Be cautious of people who appear to get too near you. Guard your space.
  14. Do not carry documents or cash you do not need. Carry notarized photocopies of your documents. Also learn from others how to keep backpacks, wallets, and pocketbooks safe. (Ask the Missionary-in-Country.)
  15. Be especially careful on crowded buses. Take extra caution with your team when the buses are so crowded you have to stand. Caution your team members to watch the backs of other team members.
  16. Avoid any kind of civil disorder. Avoid manifestations, strikes, student riots or demonstrations, etc. Get back to your home base or to some other place of safety.
  17. If any disorder appears likely, stockpile food and water at your home base, and stay there with your team. (Unless you know where you can take your team to avoid the disorders.)
  18. In general, lodging with guard service is more secure than lodging without guards. Lodging on the second floor or above is better than ground floor.

## **B. STANDARD SECURITY PRECAUTIONS:**

1. The Missionary-in-Country is responsible for overall team safety and security, but at the same time, you and your team leader are responsible for day-to-day safety and security matters. Do not hesitate to report anything unusual, abnormal, or out of the ordinary to the Missionary-in-Country.

In the event of a REAL EMERGENCY:

- a. Don't use the telephone unless it's an emergency. The Missionary-in-Country, the HLGU Student Missions Coordinator or an HLGU administrator may be trying to call you.
  - b. Stay inside your home base, by the telephone, until advised by the Missionary-in-Country on what action to take.
  - c. In case of shooting or explosions, instruct your team to stay in the most protected area of your home base and lay on the floor. **KEEP YOUR HEAD DOWN. DON'T GO OUTSIDE TO SEE WHAT'S GOING ON!!!**
2. Student Care:

- a. TEAM LEADERS SHOULD BE AWARE OF WHERE ALL TEAM MEMBERS ARE AT ALL TIMES.
  - b. Students should be aware of where their leader generally is at all times.
  - c. An HLGU team leader is to be present at all group activities.
  - d. NO team member should be allowed to be alone at any time!
3. Strangers:  
Strangers will NOT be allowed in your home base, or to stay in team members rooms overnight, no matter how nice they appear. There are other hotels or lodgings in town where they can stay.
4. Travel
- a. BEFORE TRAVELING, ADVISE THE CMC OFFICE AND THE HLGU STUDENT MISSIONS COORDINATOR OF YOUR TRAVEL PLANS, AND KEEP THEM INFORMED OF PROGRESS OR ANY CHANGE OF PLANS. (THIS APPLIES TO TRAVEL ANYWHERE IN COUNTRY.)
  - b. Required for travel:
    1. Advise the Missionary-in-Country and HLGU Student Missions Coordinator of arrival time.
    2. Call when you arrive and when you leave.

### **C. HIGH DANGER SECURITY PRECAUTIONS**

(THE FOLLOWING PREACUTIONS SHALL BE TAKEN BY ALL MEMBERS UNTIL FURTHER NOTICE)

1. A curfew of 10:00 p.m. until 8:00 a.m. must be strictly adhered to.
2. There will be no outside group meetings in the evenings.
3. The hours for church – and other meetings – will be varied and announced to the team members.
4. Do not use your telephone except in case of emergency. Listen to radio and TV for news.
5. Do not travel out of the city without clearance from the Missionary-in-Country, the HLGU Student Missions Coordinator or an HLGU administrator.
6. Do only necessary travel in the city.
7. Do not socialize outside in large groups, or for long periods of time.

### **III.DANGEROUS SITUATIONS**

#### **A. ASSAULT ON TEAM OR FIGHTING IN CITY (IMMINENT, SUSPECTED, OR CONFIRMED)**

1. Advise the Missionary-in-Country of any suspicion of an assault on team property, lodging, personnel or churches.
2. The Missionary-in-Country must immediately evaluate the circumstances.
3. Notify ALL team members and advise them to stay in their rooms or centralized location; keep the team together. DO NOT SEPARATE TEAM MEMBERS. DO NOT ALLOW ANYONE TO CALL HOME.

4. The HLGU Student Missions Coordinator and/or an HLGU Administrator should be notified.
5. The Missionary-in-Country will then:
  - Advise appropriate authorities in country (i.e. police or military).
  - Advise the U.S. Embassy. Talk to the U.S. Consulate.
  - Advise pastors and people you work with of the problem, as necessary.
  - Be available for communications and other possible services such as:
    - Coordination with authorities and embassy.
    - Making provisions for food, housing, transportation, documentation, etc.
  - Notify insurance if needed, so they can be ready for immediate service.
6. Communicate to the HLGU Student Missions Coordinator and/or an HLGU Administrator and alert them to the circumstances. Ask them to inform parents. Do not attempt to do this yourself.

## **B. THREAT OR ASSAULT OF ANY KIND ON ANY TEAM MEMBER OR FACILITY**

1. Advise appropriate authorities:
  - Police
  - U.S. Embassy
  - Missionary-in-Country
2. Advise the HLGU Student Missions Coordinator and/or an HLGU Administrator.
3. Assess the situation and then advise the HLGU Student Missions Coordinator and/or an HLGU Administrator. This should be done by the team leader.
4. Activate contact with insurance if appropriate.
5. Advise appropriate embassies as circumstances dictate.
6. Individual members must not communicate with the media or home countries unless authorized by the Student Missions Coordinator and/or an HLGU Administrator.
7. See section concerning media relations.
8. Team members should be advised to remain at their home base or secure location. No one should be traveling around the city unless absolutely essential and they should be in close contact with someone responsible for knowing where they are and what they are doing. Ideally, only the Missionary-in-Country should approve ANY movement around the city in times of uncertainty.
9. Follow instructions from the chain of command:
  - Missionary-in-Country
  - Student Missions Coordinator and/or an HLGU Administrator
  - U.S. Embassy

## **C. CAR BOMBS**

It is not always possible to recognize a car bomb. As plastic explosives and radio controlled detonators become more available, the possibility of detection before detonation will become much harder.

Dynamite is usually found shaped like a long fat cigar or like a road flare. It will be from 6 – 12 inches in length, and about 1 – 1.5” in diameter. It is wrapped in a waxy paper that could be any color. Commercial, internationally shipped dynamite is wrapped in heavy red waxed paper, with the ends neatly tucked in, or crimped. It may be marked “EXPLOSIVE”, “DANGEROUS”, “DON’T DROP”, “EXPLOSIVO”, or “PELIGRO”.

The kind most frequently seen in many countries does not have this “professionally produced look”. The sizes will be about the same, but the waxed paper will be several shades of brown, and the ends will be twisted shut, instead of being neatly tucked in or crimped. By “several shades of brown” we mean that each individual stick may have several different shades to it, due to leakage of contents, age water damage, etc. The shading will not be uniform, and the overall appearance will look homemade”.

Dynamite needs a spark from a fuse or an electrical wire to blow up. A fuse in something you would light, like on a firecracker. There will be some smoke and sparks. If an electrical ignition system is used, a small tube with wires coming out of it, called a blasting cap, is inserted into the stick of dynamite. The wires will be connected to a voltage source and whatever will activate that voltage source, like a radio. There will not be any way to tell that the bomb has been activated until it explodes. Chemical detonators don’t seem to be used much, but if any sulfur or other harsh chemical smell is present, either around a car or a package, IMMEDIATELY leave the area.

At the present time, most car bombs have been constructed with dynamite and a fusing system, or occasionally, a radio controlled detonator. Beepers have even been prohibited in some areas because they were being used to detonate bombs.

There are some things you can watch for that may help protect you.

- Someone parking any kind of car or truck anywhere and getting into another vehicle or on a motorcycle and leaving the area, especially if they act in a furtive manner or quickly take off.
- Frequently, the vehicle that is a car bomb will look like it has a heavy load in the trunk or back end, causing the rear end to be at a lower level than the front end.
- Wires hanging out of the windows, hood, truck, or underside or laying on the seat or floor are NOT normal.
- Any sparks, sparking sound or chemical smell.
- The presence of explosives as described earlier, visible on the floor or seats of a car.
- The car may have one or more flat tires.

If you observe any of the above, ASSUME THE WORST, and immediately leave the area. DO NOT continue on the same street. Even several blocks of distance in a straight line from the car still will not protect you from injury. Turn corners until you have several large buildings between you and the suspect vehicle.

Notify the police of your suspicions as soon as you are safely out of the area. They check dozens of false alarms daily, and prefer this to the alternative.

## D. SURVEILLANCE

We live in a time where there is a lot of violence going on around us, and several missions/tourist groups have had a history of being the focus of terrorist attacks. Missionaries are generally easier, softer targets for terrorist activity than State Department or multi-national executives, because the latter have resources that missionaries do not have, and because they know that they are targets and are constantly reminded of that fact. The risk increases FOLLOWING the kidnapping of a member of a mission, since the hostage can be expected to be asked for further information about the mission, its resources, and its members by those who have kidnapped him. In this event, the Country Leadership and HLGU personnel MUST have the working assumption that the guerillas will ask, and the hostage will give this information. In the two months following Ray Rising's kidnapping, at least 8 mission members believe that they were under surveillance, and surveillance was also reported at the school most of their kids attended. These incidents occurred as they left their homes and places of work and in one case involved being followed by a suspicious car over an unusual travel route.

But because your team will be on the streets a lot, and due to the nature of a foreign environment you will be operating and living in, your team will also be more susceptible to being the victim of common crime. Bogota, Columbia, (and other high profile cities and countries) has always been known for purse snatching and other forms of petty crime. Burglaries are also common to the point of impacting the culture, in the sense that people who live in houses are used to never leaving their house unoccupied, having bars on the windows, glass on the top of the walls, and privately contracted street guards to supplement police protection. If you ask a missionary who has been in country for five or more years, you are likely to talk to someone with personal experience at losing jewelry and cash, and some have been victims of other types of "scams" involving false policemen as well. It is good to remember that the uniform does not make the policeman real. Ask for identification.

Surveillance occurs prior to almost any kind of terrorist activity or common crime. This surveillance may last just a few minutes as an assailant sizes up his victim, or it may last for several days in preparation for a kidnapping or other type of activity.

Some suggestions that will help you maintain your and your team's safety follow:

- Your body language can say several things. If you walk erect and purposefully, with your head up and shoulders back you don't project an image of weakness and vulnerability. Look people in the eyes as they approach, depending on the country or area, not as a challenge, but just letting them know that you are alert.
- Be alert and aware of your surroundings. Know what is normal and what is abnormal. Don't believe in coincidence. Always watch what is going on all around you. A disturbance or loud noise to your right may mean something important is about to happen on your left. DON'T BE FOOLED!
- Notice people. Is anyone out of place? Does anyone look familiar, like you may have seen them somewhere but you just can't place where? Look behind, left and right constantly.

- Notice your physical environment for things that might be out of place. A car parked nearby with a person in it that is not normally there. (See car bomb information.)
- Notice entrances and exits. Stay where you can get to one quickly. Always keep an escape route in mind. Think ahead. Think ahead. Think ahead.
- Be as unpredictable as possible. Vary routes, times, and methods of travel. Avoid routine as much as possible. Your routine is the terrorists'/criminals' friend. The variation doesn't have to be dramatic. A difference of 15 minutes or 1 or 2 blocks may be substantial.
- If you think that you are being followed, take a different route. See if the person follows. This applies to whether you are on foot or in a vehicle.
- Do not go to a place you would normally go (home base or church).
- Do go to a police station, tourist office, or a place where there are security guards and lots of people.
- Do not look directly at the person, but don't challenge him with your body language. A person's greatest fear while doing surveillance is being known. Let him know that you know he's there.
- Women and children are often used in surveillance. They don't stand out. Be wary of new beggars in the area.
- Common scenarios used in common crime are asking for donations, wanting to use your telephone or asking for help. Be careful and be suspicious, especially if more than one person approaches. Don't stop for traffic accidents you are not involved in. Besides the legal predicament you put yourself in, it may be a trap. Don't allow more than one policeman in your home base, even after positive identification is made.
- Follow your gut reactions. If you feel uncomfortable with a person, a place, or a situation, leave immediately.

Following the "spirit" rather than the "letter" of these suggestions will stand you in good stead as you live and work in a hostile environment.

If you are being followed, EVADE, EVADE, EVADE! DO NOT try to confront the person or try to apprehend him! IMMEDIATELY get to a place of safety. THEN call for help. If you can't reach them, call the police or go to a police station, the station being the best idea. Don't expect the police to come running when you call them in any situation. They are poorly paid and won't put their life in danger unless forced to.

## **E. LETTER (MAIL OR OTHER) BOMBS**

We should not discount the possibility of a bomb being delivered through the mail. A mail bomb may be no larger than an ordinary envelope, or as large as a good-sized package. A letter bomb could cause serious personal injury, and possibly death; and a small package bomb could cause extensive damage and death to one or more persons.

### **1. BOMB RECOGNITION**

- Probably, but not necessarily, it would be hand delivered or come through the mail. Bombs could be unobtrusively placed around the buildings, among boxes or baggage, or other places where they might not be quickly or easily recognized.

- Check to see if the names or addresses are incorrectly spelled.
  - Is there a return address? Is there anything expected from the sender?
  - Is there any detectable odor to the package? (Some explosives have an odor like sulfur, burning electrical wires or some other strange chemical smell.)
  - A letter bomb can be small enough to fit into a normal envelope, but it would have some parts a little thicker than just folded paper, it might feel like some sticks of gum or wire, or some combination of small components.
  - Time bombs may have a ticking or humming sound.
  - Any unexplained package found anywhere should be suspect.
2. WHAT TO DO IF YOU ARE SUSPICIOUS THAT IT IS A BOMB
- DO NOT touch or move. Some bombs are motion detonated.
  - DO NOT Put In Water. Some explosives will detonate when wet.
  - Immediately clear the area of personnel.
  - Call the authorities.
    - Name of authority: National Police and U.S. Embassy
    - Telephone number
    - Have this and other emergency telephone numbers immediately available on you at all times and a copy in the hands of your Team Leader.

## **F. KIDNAPPING OF A MEMBER**

1. Attempt to verify the source of information, the essential facts and to evaluate the situation.
2. Advise the Missionary-in-Country who will notify the Student Missions Coordinator and/or HLGU Administrators, and Insurance.
3. The Missionary-in-Country will advise all leadership on how to respond as well as the rest of the team members. The Missionary-in-Country will also see to their care – emotional and physical. He/She will also follow through as appropriate with communications with HLGU Administrators, and, as appropriate, with all preparations for travel and continued care.
4. Advise national authorities and United States Embassy.
5. Reconfirm reports, and get as many details as possible about the event.
6. The insurance we have is to be contacted immediately.
7. No one will communicate with the media without approval from the HLGU Administration.
8. As appropriate, relate with the Missionary-in-Country and U.S. Embassy Consular for advice and counsel.
9. As much as possible, the team members should be continuously updated of the situation, relevant policies and actions being taken.

## **G. MEDIA RELATIONS**

In the management of a public crisis, the management of media relations is of critical importance. The media may be a blessing or a curse, depending upon how you relate to them, how they feel about you, how your adversary uses them, etc.

1. A few of the advantages of the media in a crisis like a kidnapping can be:  
They can help us to communicate to the public:
  - Who we are.
  - What motivates us.
  - What our goals are.
  - How we seek to accomplish our goals.
  - That we have a closure planned.
  - That we are human, that we have families, that we want to help and serve.
  - Our Christian testimony.
  - Through good communication gain sympathy and understanding from the public.
2. Potential dangers of the media could be:
  - The reverse of the advantages listed above.
  - Help give kidnapers (bombers, assassins) publicity for their cause.
  - Make negotiations and/or delicate issues public, making it harder for negotiators to back down or compromise.
  - The wrong thing can be said by the wrong person
3. Some guidelines for relating with the media:
  - Start now, with personal relations with media people, and very low-key communications.
  - Train more of our members in media and public relations.
  - Be positive in all media relationships:
    - About the country
    - In your attitude
    - About the media
    - About your work – help people understand
    - About the authorities (but do not overdo this one)
  - In a crisis, team members should not talk to any media people about anything to do with the crisis.
  - Maintain strict control over who relates to the media.
  - Let the Missionary-in-Country and friends help you in relating to the media.
  - Maintain strict control over what is said to the media.
  - Remember that nothing said to the media is off the record. Anything said may be misunderstood and/or misused.
  - If you are misquoted, you can go back and clarify. The media frequently publishes such clarifications.
  - Do not speculate. You will be quoted as having said that you were speaking fact. It is OK to say, “I do not know.”
  - Do not negotiate or suggest solutions publicly.
  - Be polite and appreciative; communicate clearly and patiently, thoughtfully, and honestly.



## IV. EVACUATION

At this time, the need for evacuation from some countries looks very unlikely. However, please be prepared by doing ahead of time the things listed below. (These things would be helpful on any occasion requiring you to leave the country in a hurry, such as in the case of illness, sudden death in team member, natural disaster, etc.)

- Keep your team's documents up to date, and in a safe place where the Team Leader can gather them quickly and easily.
- Have a credit card which would allow you to travel without having a lot of cash on hand.
- Have a list of all items that you would want to be sure to take with you in case you had to leave the country. Be sure everyone also knows where this list is, as well as all the things on the list.

*Please note that most hurried evacuations are provoked because people or organizations will not accept the fact that the situations in an area or in a country are deteriorating. It is a goal of HLGU Missions that an HLGU mission's team is not caught napping.*

### A. EVACUATION: WHAT EVERY TEAM MEMBER NEEDS TO KNOW

There is very little likelihood that we will ever need to be evacuated on short notice, but should it ever have to happen, the best thing would be for all of us as individuals and as a group to be ready.

#### 1. PREPARATIONS THE YOU CAN MAKE AHEAD OF TIME:

- a. Make a thorough list of all documents, keepsakes, valuables, and essentials that you will need to take with you. Keep one or more copies of this list where all responsible people in your family can find it.
- b. You will want to obtain a credit card which would allow you to always be able to travel, pay for food and accommodations, clothing, or whatever, without having to always have quantities of cash on hand. (However, in some cases, you may have to carry cash instead as some countries do not accept credit.)
- c. Have some local currency cash on hand to handle some necessities during the first day of an evacuation. (Though again, a charge card could reduce significantly the amount of cash that you would need. *Please note that if your team had an emergency evacuation, the banks may be closed.*)
- d. Be advised that you will have a baggage limit if you leave by air or car. Plan ahead. Have a lightweight container ready for use, but be sure that it is durable. (You should be able to carry your baggage on your lap, if necessary. But, do not hesitate to leave all luggage so all team members can be transported together.)
- e. You should have duplicates of all reference or sermon materials, tapes, and any other important written materials stored in the USA or other safe place to avoid any danger of irreplaceable loss.
- f. You may find microfiche to be helpful. Permanent sermon materials, IRS records, letters, files, etc. can be easily copied in quantity. The cost is usually very inexpensive.
- g. You may not have time to pack for shipping things, but if you do have opportunity before evacuation, you could pack for later shipping (if possible).

- h. Most of these suggestions assume a one or two day evacuation scenario and we need to be ready for such. If we have more time, you will receive further instructions on how to use available time from the HLGU Missions Office.
- 2. AT THE TIME OF AN EVACUATION:
  - a. Fulfill your team's in-country ministry obligations as punctually as possible.
  - b. Pack your things. Remember:
    - Documents (passports, vaccination records, financial documents, etc.)
    - Money and credit cards
    - Sound box and Gospel materials, tracts, notebooks, tech boxes (if possible)
    - Change of clothing and toilet articles
- 3. DRIVE SLOWLY AND CAREFULLY, AND ENCOURAGE OTHERS TO DO THE SAME. WE DO NOT NEED ACCIDENTS AT A TIME OF CRISIS!
- 4. Do not count on having electricity. Purchase candles, matches, and water for your team.
- 5. When advised, close up your rooms, and go to the appointed place. (Evacuation may be by road as well as by air.)

## **B. EVACUATION ALTERNATIVES**

- 1. NEED TO BE DONE AHEAD OF TIME:
  - a. Routinely check the present policy in helping evacuate American citizens with the U.S. Embassy.
  - b. Keep updated information on possible commercial transport planes that could be chartered in the country. (For example: missionary aviation, air ambulance. Contact the insurance.)
- 2. AT TIME OF EMERGENCY:
  - a. Team Leaders should turn on radios and TV to local broadcasts.
  - b. Alert: (Done by the Team Leader)
    - HLGU Student Missions Coordinator and/or Administrators
    - Missionary-in-Country
    - Country authorities if not already aware: Police, U.S. Embassy
    - Others as appropriate
  - c. Seek military cover for evacuation, and possible armed escort for vehicles traveling by road. (Sometimes there is a Tourist Police that assists in this procedure.)
  - d. Keep the team together IF POSSIBLE. Assign some from those who will be the earliest ready to travel, to leave on the first flights out of the country, or other evacuation destination, to do the following:
    - Liaison with authorities.
    - Arrange for transportation for others when they arrive in relocation area.
    - Arrange for housing for those not leaving immediately.
    - Arrange for food and water.
    - Arrange for money.
    - Organize otherwise as necessary.

- e. Survey those leaving the country concerning their immediate plans concerning where they want to stay that night, if they plan to leave the country immediately, etc.
3. **TRANSPORTATION ALTERNATIVES:**
    - a. Locate a list of people with personal vehicles that could be used to evacuate from the city, if necessary.
    - b. Locate rental/charter companies that could be used to obtain vehicles to help evacuate from the city, if necessary.

### **C. HLGU'S LOGO/NAME RUBBER STAMPS AND SEALS**

In the event of an evacuation, these items must be carried out or destroyed to avoid their misuse by unauthorized persons.

### **D. HLGU EMERGENCY EVACUATION PLAN**

#### **ONE - DAY RESPONSE**

1. Persons responsible:
  - Missionary-in-Country
  - HLGU Student Missions Coordinator and/or HLGU Administrators
2. Time required:
  - For packing: one hour
3. Prior preparations:
  - Check files for anything which might need saving.
  - Mark with red felt marker file tabs of any such files.
  - Cull files regularly.
4. Tasks: Pack what time allows.
  - Team members' documents
  - Team members' belongings
  - HLGU sound box and tech box

#### **ONE – WEEK RESPONSE**

Tasks in addition to one-day response:

- Pack books and computers
- Pack everything else possible

### **E. EVACUATION ORGANIZATION: OVERVIEW**

Though HLGU has made some very detailed plans to handle emergency evacuations in city locations, it is the desire and goal to never have to use these contingency plans. The idea is to avoid crises by good threat assessment and planning.

Should security situations begin to deteriorate in any area of the country, it should be the practice of the team to be conservative in its response to a threat to its members. HLGU

will not wait until the last minute. If there are indications that an evacuation is prudent, an evacuation shall begin in an expeditious manner.

It is conceivable that a partial evacuation of women and children for instance, might be advisable as a first step. With them, perhaps, certain personnel and/or equipment should also be evacuated, as appears appropriate. A firm plan for the evacuation of the remaining personnel, as needed, must be made.

All evacuation plans that are made shall be made with the intent of continuing HLGU and local church work in the country, and no bridges will be burned unless the HLGU Administration decides a permanent withdrawal from a certain area or from the country is necessary.

The Missionary-in-Country is responsible for planning and supervising the evacuation procedure.

## **V. IMPORTANT INFORMATION**

### **A. TELEPHONE NUMBERS**

1. USA – to report emergencies
  - a. HLGU Office (573) 221-3675
  - b. HLGU Student Missions Coordinator cell-

NOTE: If it becomes difficult to get an international line, then call the operator and tell them that you would like to make an emergency (or a life-and-death-call). This may get you through more quickly.

2. COUNTRY'S AUTHORITIES/GOVERNMENT
  - a. Police-
  - b. Fire-
3. UNITED STATES EMBASSY IN-COUNTRY
  - a. Consul-
  - b. Security Officers-
4. HOSPITALS, DOCTORS, AMBULANCES
  - a. Ambulance-
  - b. Hospital-
  - c. Hospital-
  - d. Doctor-
  - e. Doctor-
5. HLGU TEAM'S ADDRESS AND TELEPHONE NUMBERS IN COUNTRY
  - a. Address-
  - b. Telephone-
  - c. Alternate phone-